



BCeSIS Basics
Back to School Fundamentals
Reference Guide

Version History

Version	Date	Description
0.1	14-Aug-2008	Document complete pending updated information on Mass Registration
1.0	19-Aug-2008	Mass Registration information updated. Added Grades and Catchments section.
1.1	21-Aug-2008	Addition of new Office Staff Tips for a successful school year chart p.4
1.2	7-Aug-2009	<p>This document was reorganized to include only the required tasks schools must complete post YET to prepare to begin the new school year.</p> <p>The previous version contained the following sections which have been deleted. Material on deleted topics is still available under the corresponding topics on the ISW:</p> <ul style="list-style-type: none"> • Office Staff Tips for a successful school year – this 1 page doc is now posted separately on the ISW • 1.3 Assigning Standardized Tests to Students – No longer required (i.e. Toggling Diploma Type) • 1.7 Reporting Periods – Due to the importance of this topic, there is a separate LE this year and new resources have been created to address this topic separately • 2.1 – 2.7 Information on Admit & Registering Individual Students • 2.9 No Shows • 2.10 Creating Program Assignments • 2.11 Mass Entry of Program Assignments <p>The following new section has been added:</p> <ul style="list-style-type: none"> • 1.2 Setting up Attendance Tumbles
1.3	18-Aug-2010	Change to last page Mass Registration Section 1.8. In the previous version some of the call-out bubbles were not displaying all text.
1.4	26-Aug-2010	Redid Mass Registration Section 1.8
1.5	19-Jun-2011	Review of document – minor revisions throughout
2.0	18-Aug-2011	Added section 1.4 Page 10, Area 2: removed reference to D1, D2 Added sections 11, 12 and 13.
2.1	24-Aug-2011	Inserted new section 11 (Ad Hoc fields) and 12 (Diploma Types)

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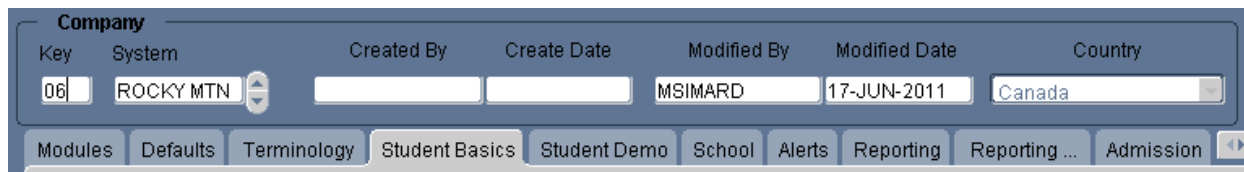
Overview

The intention of this reference guide is to review the fundamental setup and processes that need to be completed by schools before and at the beginning of the school year.

Further material on other topics relating to tasks occurring at the beginning of the school year, such as Admit, Register, No Show, etc. are available in the ISW Learning Resource Centre.

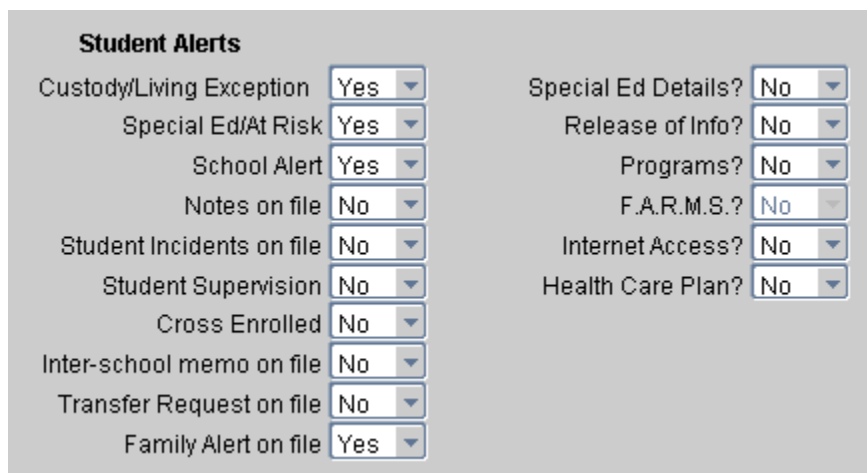
1. Company File (District) Settings

August is the ideal time to review and change, if necessary, any company file settings. For example, at this time you may wish to modify your Alert settings, Reports, and/or No Show Date among others.


 A screenshot of the 'Company' settings window. It features a header with fields for Key, System, Created By, Create Date, Modified By, Modified Date, and Country. Below these are tabs for Modules, Defaults, Terminology, Student Basics, Student Demo, School, Alerts, Reporting, Reporting ..., and Admission. The 'Alerts' tab is currently selected.

1.1 Alert Settings

Alert settings can be changed at any time within the school year but is usually done in August to keep things consistent for the school year.


 A screenshot of the 'Student Alerts' settings window. It contains two columns of dropdown menus for various alert types. The settings are as follows:

Alert Type	Setting
Custody/Living Exception	Yes
Special Ed/At Risk	Yes
School Alert	Yes
Notes on file	No
Student Incidents on file	No
Student Supervision	No
Cross Enrolled	No
Inter-school memo on file	No
Transfer Request on file	No
Family Alert on file	Yes
Special Ed Details?	No
Release of Info?	No
Programs?	No
F.A.R.M.S.?	No
Internet Access?	No
Health Care Plan?	No

1.2 Reporting Programs tab

Setting up or changing what appears for teachers as a Print button on their Reports area of TA or on the Hot Print screen for BCeSIS users is managed from this screen.

1.2.1 TA Class Hot Print Button


 A screenshot of the 'TA Class Hot Print Button' settings window. It shows two input fields: 'Custom Class Hot Print Button Label' with the value 'IEP' and 'Custom Class Hot Print Program Name' with the value 'sewbc05'. A blue callout box states: 'These two fields determine what appears in the TA Reports area.' Below these fields are two tabs: 'Spreadsheet' and 'Single'. The 'Single' tab is selected, and a red arrow points to the 'Reports' button. At the bottom, there is a preview of the button, which displays 'IEP' and a printer icon.

1.2.2 BCeSIS Hot Print Option

Choose a report parameter screen you would like to see on the Hot Print screen (BCeSIS only, not in TA). In the example below, the BC Permanent Student Record was entered in the company files making it available on the Hot Print screen.

Hot Print Program Name

☐ BC Permanent Student Record

1.3 No Show Date

When **Allow "No Show"** is set to **"Yes"** a pop up box appears which allows the entry of a *Last Date to No Show a Student*. Leaving this date field blank is an option if there is no policy around the last date to no show a student in your district. If a date is entered, then this date will need to be updated every year. To display the pop up window, toggle the "Yes" to a "No" and then back to a "Yes" again. Enter the desired No Show date, click OK and then click Save.

Reporting Prog... Admission Withdrawal Courses

Allow "No Show" Post Eli

No Show Date

Last Date to No Show a Student

1.4 Courses to be Retained if Dropped

On the Courses tab, review the *"Student course must be retained if dropped ### or more (School or Calendar) days after the course start date"* setting to make sure it is appropriate for the current year. On this same tab, Districts have the option of allowing each school to create their own settings when **Allow schools to override the dropped courses rule** is set to YES. In this case, schools can set these values on the Current Year screen (see section 3.1).

A common use of this functionality is to use "school" days to ensure courses are retained after the 1701 snapshot date. This date is also important as it impacts the quality of your data such as when identifying completion and transition rates.

Alerts Reporting Reporting Prog... Admission Withdrawal Courses GPA Module Attendance Standard ... Letters

Course Complete/Incomplete History

Student courses must be retained if dropped or more days after the

2. Non-School Days – Current Year

Path: [BCeSIS Start Screen](#) > [School](#) > [School Information](#) > [Non-School Days](#)

This screen is used to identify calendar dates when attendance will not be taken. This data is required for attendance reporting, and other areas of the system where dates must be used in calculations. Non-School dates display in green on the attendance calendar and attendance cannot be taken on these days.

Select **Current**.

Select a non-school day reason from the dropdown list of values.

Click the **ADD** button (lower right) Enter the calendar date of the non-school day.

Non-School Date	Reason
10-OCT-2005	Thanksgiving Day
11-NOV-2005	Remembrance Day
28-NOV-2005	Professional Dev.
20-DEC-2005	Winter Break
21-DEC-2005	Winter Break
22-DEC-2005	Winter Break
23-DEC-2005	Winter Break
26-DEC-2005	Winter Break
27-DEC-2005	Winter Break
28-DEC-2005	Winter Break
29-DEC-2005	Winter Break

Will allow the non-school days from this school to be copied to one or multiple schools of the same Type, as defined on School Details (SYS040)

Non-school days found at the destination school which do not exist at the copied school will not be affected.

Important: Dates can be added to Non-School Days for unexpected reasons such as School Closings or other non-school day occurrences while in the Current School Year. The date will **automatically** be removed from ATT205.FMX Attendance Tumbles when using either SCH215.FMX Non-School Days or ATT060.FMX Daily/Period Attendance - School Closings Entry. You are NOT required to rebuild the calendar in order to remove the date that was a regular school day and then changed to a non-school day. **Remember**, this does not change the rest of the Tumble and/or Days on the other dates. These must still be changed manually as each School will determine whether they wish to change the Tumbles and/or Days.

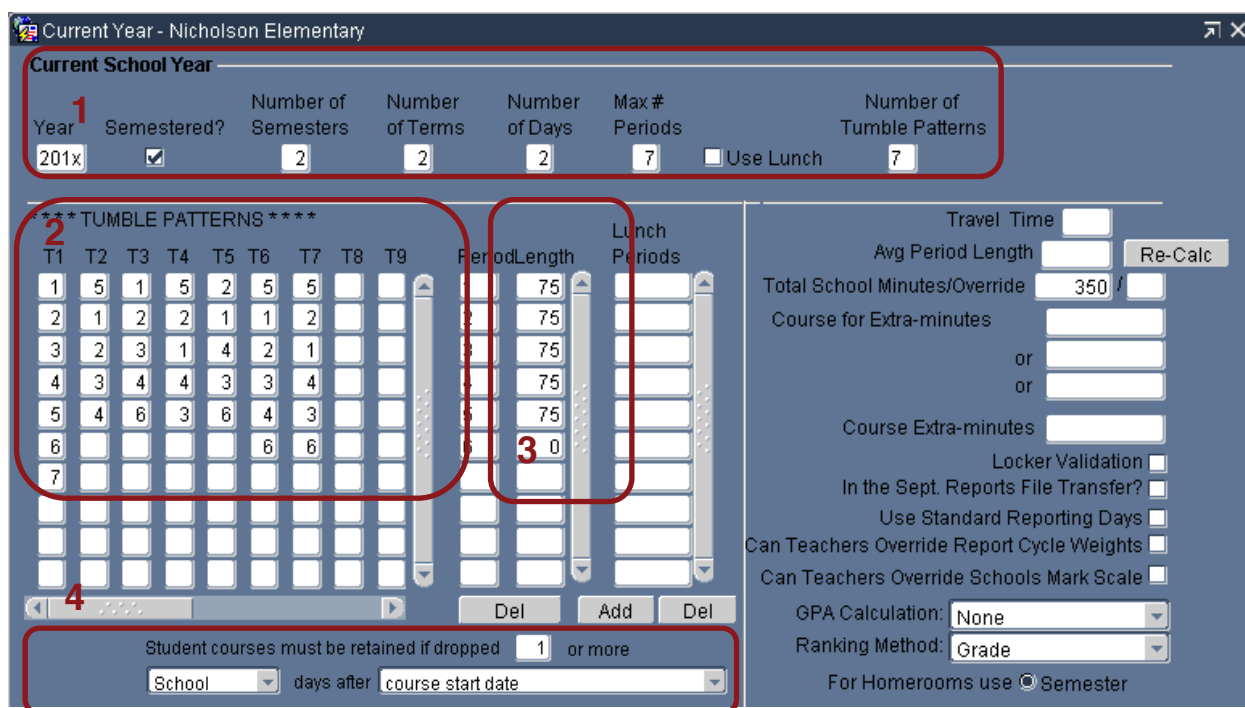
3. Current Year Screen - Setting up Attendance Tumbles

Path: [BCeSIS Start Screen > School > School Information > School Details > Current Year \(3rd screen\)](#)

This first section covers Course based schools, see below for Curriculum schools.

3.1 Course Based

Attendance Tumbles are a way of rotating periods during a date and are used to ensure attendance is recorded accurately.



Area 1

This information was moved from next year to current year during the YET process.

NOTE: Changes can be made to these values, but one should have a thorough understanding of School Setup, Pre-Scheduling, Scheduling and Attendance prior to making the changes. It is advisable to contact the BCeSIS service desk prior to making changes.

- **Year** – Current school year based on the date of the beginning of the school year.
- **Semestered?** – should be checked for all schools; Homerooms and many reports require this to be checked.
- **Number of Semesters** – the number of semesters. This example shows a school with **2 semesters**
- **Terms** – are always within a semester and are for defining when courses start and end. This example school has 2 semesters (18 weeks in length) and also offers 9 week courses; therefore **2 terms** would be defined, as indicated in the above screen shot. This will create 4 terms in total for scheduling purposes.

NOTE: These **DO NOT** define how often report cards are handed out.

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- **Days** – defines how often sections of courses meet. Everyday = 1 day defined; every other day = 2 days defined, every 5th day = 5 days defined, etc, etc.
- **Periods** – the number of periods used for scheduling sections of courses. This should include all regular school periods as well as periods for sections of courses offered before and after school.
- **Use Lunch** – not used
- **Number of tumble patterns** – the number of unique period rotations at a school, these will be entered into Area 2.

Area 2:

- **Tumble Patterns** – the various rotations of periods that will be used at the school. These define what order periods show up on a given date, for the purpose of taking attendance.
- All periods must be defined in D1

Area 3:

- **Period and Length** – each period must have a period length defined. These settings are used to determine full or part-time status.

Note – this does not affect 1701 calculations

Area 4

- This will be visible if enabled in Company File settings

Example:

In order to assist with the understanding of Attendance Tumbles the following scenario is provided. Keep in mind this is a **SAMPLE** school setup; there is no one way to set up period rotations.

In this **sample school** there were 7 periods used for scheduling sections of courses:

- Periods 1-4 are regular periods during the school day;
- Period 5 is used for sections of courses that start before the regular school day;
- Period 6 is used for sections of courses that start after the regular school day;
- Period 7 is used for sections of courses where attendance is not recorded (e.g. Grad Transition and Daily Physical activity).

Additionally:

- Periods 1 & 2 flip:
 1. On one date period 1 is first period of the day and;
 2. On another date period 2 is the first period of the day
- Periods 3 & 4 flip:
 1. On one date period 3 is the third period of the day and;
 2. On another date period 4 is the third period of the day

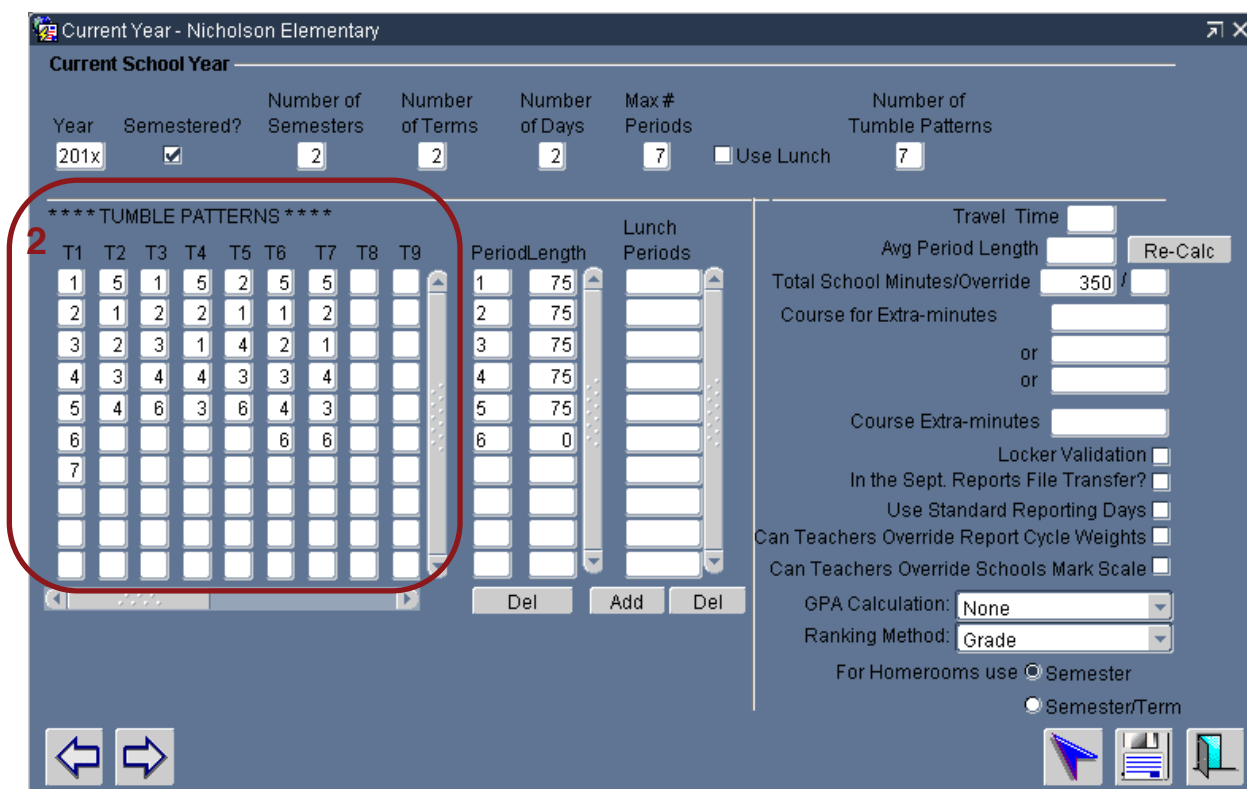
The first step was to draw a table and enter all periods:

Periods Used
1
2
3
4
5
6
7

The second step was to plot the rotations of the regular day periods:

Periods Used	1 st Rotation	2 nd Rotation
1	1	2
2	2	1
3	3	4
4	4	3

The third task is to create period rotations (in Area 2) to accommodate the before and after school sections. These periods show up on some dates and not others. Therefore there is a need to have all possible combinations defined:



The following is a description of how each of these Tumble Patterns will be used during the school year:

- T1** – All periods used at the school must be included.
- T2** – Will be used for dates in which there is a morning class using Rotation 1 and no after school class.
- T3** – Will be used for Rotation 1 dates in which there is no morning class and there is an after school class.
- T4** – Will be used for Rotation 2 on dates in which there is a morning class and no after school class
- T5** – Will be used for Rotation 2 dates in which there is no morning class and there is an after school class.
- T6** – Will be used for Rotation 1 dates in which there is both morning and afternoon classes
- T7** – will be used for Rotation 2 dates in which there is both morning and afternoon classes

NOTE: Period 7 is not defined in T2 – T7, as attendance will not be taken for sections of courses scheduled into period 7. Be aware that on some attendance screens, for example Period Att.-Teams/Group screen, period 7 will be an option to record attendance against.

3.2 Curriculum Based

The screenshot shows a software window titled "Current Year - Nicholson Elementary". It contains several input fields for school configuration:

- Current School Year**
 - Year: 201x
 - Semestered?: ☒
 - Number of Semesters: 1
 - Number of Terms: 0
 - Number of Days: 1
 - Max # Periods: 1
 - Use Lunch: ☐
 - Number of Tumble Patterns: 1
- ****TUMBLE PATTERNS******

T1	T2	T3	T4	T5	T6	T7	T8	T9	PeriodLength	Lunch Periods
1									1	350
- Summary Fields**
 - Travel Time:
 - Avg Period Length: **Re-Calc**
 - Total School Minutes/Override: 350
 - Course for Extra-minutes:
 - or:
 - or:

The above screen shot is a typical Curriculum based school setup. See the Course Based section (previous) for descriptions of fields.

4. Rebuilding the School Calendar

Path: BCeSIS Start Screen > Attendance Module > Daily or Period Attendance > Attendance Tumbles > Tumble Calendar Maintenance

This screen is used to define the period rotation and day that will be used for each instructional date in the school year. Two processes are performed on this screen, one is to populate all the dates schools will be in session (Rebuild Calendar) and the second is to assign specific Tumble Patterns and Days to specific dates.

The **Date** column shows all instructional days in the school year.

The **Rebuild Calendar** button populates the three columns with:

- 1) All instructional dates*.
- 2) All Tumbles set to 1.
- 3) All Days set to 1.

*The Instructional dates are defined by the School Schedule (first and last day of school), the days of the week school is in session (School Details) and Non - School Days.

Date	Tumble	Day
01-SEP-2009	6	1
02-SEP-2009	6	2
03-SEP-2009	6	1
04-SEP-2009	6	2
07-SEP-2009	2	1
08-SEP-2009	5	2
09-SEP-2009	6	1
10-SEP-2009	5	2
11-SEP-2009	2	1
14-SEP-2009	4	2
15-SEP-2009	3	1
16-SEP-2009	7	2
17-SEP-2009	3	1
18-SEP-2009	4	2
21-SEP-2009	2	1
22-SEP-2009	5	2

The **Tumble** column indicates the Tumble Pattern defined on the Current Year screen (see section 1.2) that will be used on that Date.

The **Day** column indicates the Day that will be used on the corresponding date.

Sections where the day (D) attribute of the STDP defined in Course Section Maintenance contains a:

- 1 will appear on Day 1s
- 2 will appear on Day 2s
- 0 will appear on All Days (i.e. both Day 1 and 2)

Steps to Rebuild Calendar:

- 1) Click **Rebuild Calendar**
- 2) Click **Save**

Steps to assign Tumble Patterns and Days to all Dates:

1. Under the Tumble column enter the **Tumble** pattern, for that date
2. Under the Day column enter the **Day** number, for that date
3. Repeat steps 1 & 2, for all Dates listed
4. Click **Save**

5. Reporting Periods

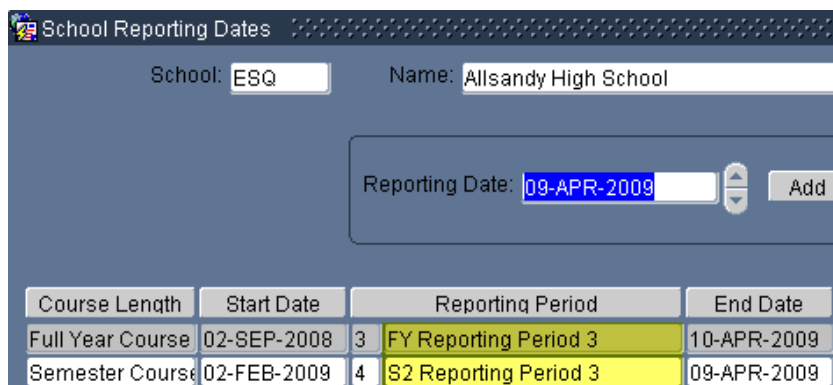
When reporting periods are set up it is important to enter a distinct and descriptive Long Name for each course length i.e., using FY for Full Year and S1 for Semester 1. Doing this will make it easier to decipher which reporting period you are working with in various screens and reports that use reporting periods.

Reporting Periods are used in many places within the application. The following are 5 examples of where Reporting Periods show up:

1. Reporting Dates

School > GPA Module > Reporting Dates > School Reporting Dates

Reporting Dates are the dates that Report cards are being run. For each report card run (reporting date) you will need to associate the **Reporting Periods** that will be included.

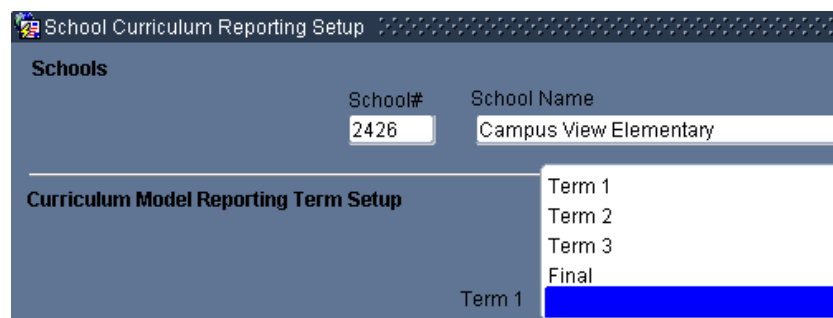


Course Length	Start Date		Reporting Period	End Date
Full Year Course	02-SEP-2008	3	FY Reporting Period 3	10-APR-2009
Semester Course	02-FEB-2009	4	S2 Reporting Period 3	09-APR-2009

2. School Curriculum Reporting Setup

School > Mark Information > Elementary > Curriculum Reporting Setup

Elementary schools running report cards will need to define the reporting periods associated with each "Reporting Term" on this screen.



Schools	School#	School Name
	2426	Campus View Elementary

Curriculum Model Reporting Term Setup

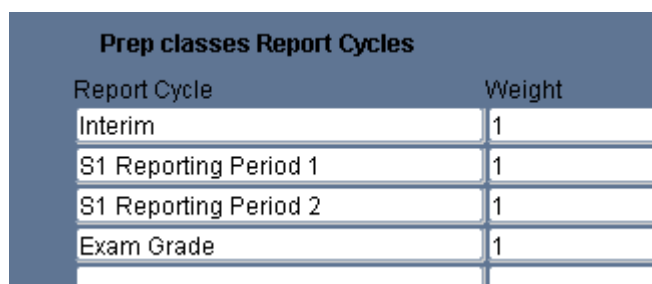
Term 1

- Term 1
- Term 2
- Term 3
- Final

3. TA Preferences: Prep Detail

Teacher Assistant > Preferences > My Preps

Teacher's using the Report Cycle posting type for Gradebook can weight each reporting period for each Prep



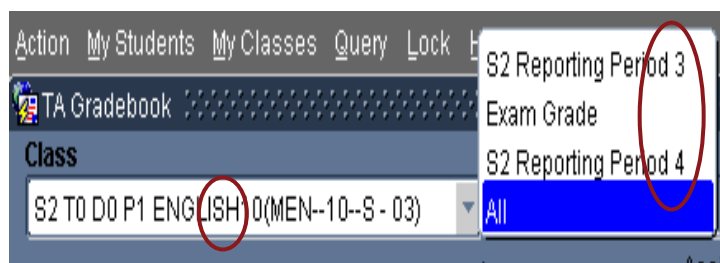
Report Cycle	Weight
Interim	1
S1 Reporting Period 1	1
S1 Reporting Period 2	1
Exam Grade	1

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4. TA Gradebook

Teacher Assistant > Spreadsheet

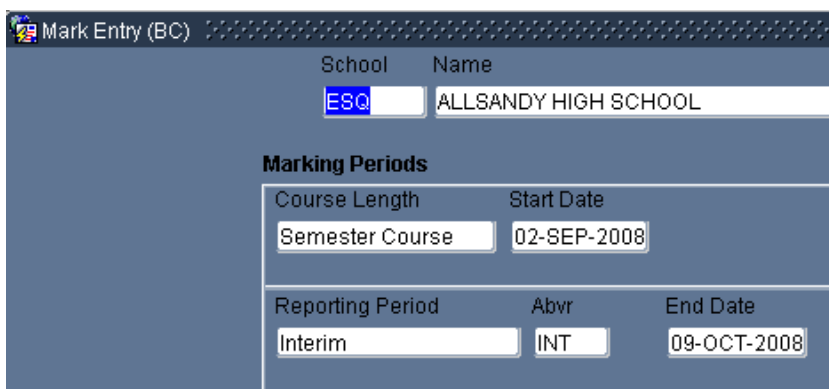
Teacher's using the Gradebook functions will use the Reporting periods when creating assignments, and recording student marks. The list of available Reporting periods to select from is tied to the length of the course.



5. Mark Entry (BC)

School > Mark Information > Secondary > Mark Entry

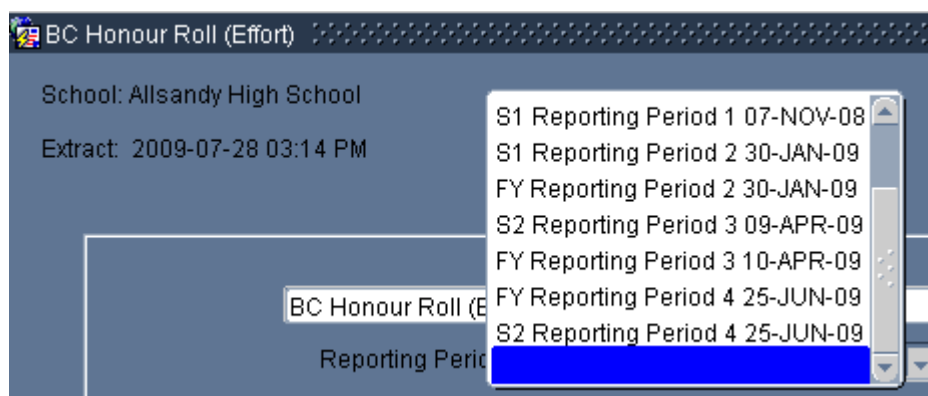
The Mark Entry screen is where the student term marks are stored regardless of whether they are entered manually or posted from the Teacher's Gradebook. The list of available Reporting periods to select from is tied the Course Length and Start Date



6. BC Honour Roll (multiple reports)

Reports Tree > Diploma & Marks Reporting

There are various reports available that will call on the Reporting periods. This example is the BC Honour Roll (Effort) report.



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Pathway: [BCeSIS Start Screen](#) > [School](#) > [School Information](#) > [School Details](#) > [Reporting Periods](#)

The Reporting Periods screen is used to identify the marking periods associated to each course length, based on the start date of the course length. Note: You cannot have more than one reporting period with the same end date for each course length and start date.

Reporting periods must be defined for each Course Length and Start Date.

Enter a descriptive long name, a unique short name and the End date for the period.

“Mark Entry” should be selected for every reporting period except the final (which can be “Mark Entry” or “Calculated”). If “Mark Entry” is chosen for the final reporting period, no final mark calculation will be done when posting marks from Gradebook. Conversely, “Calculated” will cause final marks to calculate when posted from Gradebook. Neither choice for the final reporting term affects Curriculum-based mark entry.

Changes should never be made to Reporting Periods once school has started!

Restrict teacher mark entry dates by entering a start and end date in the appropriate fields.

Identify which period will report a final mark. Only one period can be flagged as a final mark. Do so with “Yes”.

This button appears when a reporting period is indicated as “Calculated”. A school can set default **Report Cycle Weights for each course length by clicking on this button and then setting the weightings. An exam reporting period is automatically generated for the final reporting period (the one marked “Yes”).**

	Course Length	Start Date	Long Name	Short Na...	End Date	Mark Calculation	Final Mark? Exam	Marking Start D...
1	Full Year Course	02-SEP-2008	Term1 Full Year	FY1	17-NOV-2008	Mark Entry	No	
2			Term 2 Full Year	FY2	30-JAN-2009	Mark Entry	No	
3			Term 3 Full Year	FY3	14-APR-2009	Mark Entry	No	
4			Final Full Year	FYF	26-JUN-2009	Calculated	Yes	

Steps:

1. Choose the appropriate **Course Length** and **Start Date** using the **Course Length Start Date** scroll arrows.
2. Click your cursor on a blank row and enter a number, reporting period long name, short name, and end date.
3. Indicate whether this row is to be “Mark Entry” or “Calculated”.
4. Indicate if this is the final reporting period (for this course length start date) with a “Yes” or “No”.
5. Enter the Marking Start Date and Marking End Date (optional) to delimit when teachers can enter marks for this reporting period.
6. Repeat steps 2-5 until all reporting periods have been entered. Ensure that the final reporting period is set to “Calculated” for Gradebook to be able to calculate final marks.
7. Repeat steps 1-6 for each course length.

6. GPA Module

Path: **BCeSIS Start Screen > School > GPA Module**

To produce **course-based report cards**, a date must be entered in the Reporting Date field and course lengths associated with this date. For every Reporting Date you create, a corresponding mark box will potentially appear on the report card (unless filtered out on the Report Card parameter screen).

The screenshot shows the 'School Reporting Dates' window. At the top, there are fields for 'School' (SSS) and 'Name' (Smithers Secondary1). Below these is a 'Reporting Date' field set to '10-NOV-2006', with 'Add' and 'Delete' buttons. A table below lists course lengths and their associated dates and weights. At the bottom are buttons for 'Help', 'Edit GPA Mark/Weight', 'ADD', and 'DEL'.

Callouts:

- Top Left:** The **Start Date** is pulled from the School Schedule screen (SCH099).
- Bottom Left:** This field pulls the course length names from the **Course Lengths and Formats** screen (SYS581).
- Bottom Left (continued):** These fields populate based on selections made on the ADD popup window (click the ADD button).
- Bottom Left (continued):** The **End Date** pulls from the Reporting Period screen (SCH100) and should be on or before the Reporting Date.
- Top Right:** This is the date you wish to produce a report card.
- Right:** Click the **Add** button to create a new reporting date. For every reporting date you create, there will be a corresponding mark box on the report card.
- Right (continued):** If **Final Mark** is set to "Yes" on the Reporting Period screen (SCH100) for the selected course length/reporting period, then this will be indicated with a check in this screen's corresponding **Final Mark?** box.
- Bottom Right:** Click **ADD** to associate all required course lengths with this reporting date.

Course Length	Start Date	Reporting Period	End Date	Final Mark?	GPA Mark?	Weight	Mark to be used
9 Week Course	05-SEP-2006	1 Sem1 Term1 (9wk)	10-NOV-2006	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	Regular Course Marks
Semester Course	05-SEP-2006	1 Sem1 Term1	10-NOV-2006	<input type="checkbox"/>	<input checked="" type="checkbox"/>	50	Regular Course Marks
Full Year Course	05-SEP-2006	1 Term 1 (Year Long)	10-NOV-2006	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.25	Regular Course Marks

Steps:

1. Click the **Reporting Date** "Add" button and enter a date.
2. Click the **ADD** button at the bottom of the screen.
3. Enter the Course Length, Start Date, and Reporting Period from the dropdown fields on the ADD popup window.
4. Ensure that the selected Course Length "End Date" occurs before the **Reporting Date**.
5. Continue with steps 2-4 until you have one of each type of course length you would like to report on the Reporting Date's report card.
6. Click on the save icon.
7. Repeat steps 1-6 until all reporting dates have been entered (typically 3-4 per year).

7. Curriculum Reporting Setup

Path: BCeSIS [Start Screen > School > Mark Information > Elementary > Curriculum Reporting Setup](#)

For marks to be entered into the Mark Entry screens and to print Kindergarten, Primary and/or Intermediate report cards, the Full Year Course Length reporting periods must be connected to the corresponding field in Curriculum Reporting Setup.

<u>Reporting Terms</u>	
Term 1	Report 1 Linear
Term 2	Report 2 Linear
Term 3	Report 3 Linear
Term 4	
Term 5	
Term 6	
Term 7	
Term 8	
Term 9	
Final	Report 4 Linear

8. Add and Delete Teaching Staff to Reflect the New School Year

Path: BCeSIS Start Screen > School > School Information > Staff Maintenance > Staff Details

This time of year is an excellent opportunity to add new Teachers or delete old Teachers who are no longer at your school. Current Year Teaching Staff cannot be deleted if they have a section or homeroom assigned to them or are connected to an IEP from the previous school year. See School Setup documentation for a complete list of information on setting up staff.

Staff Details

DMS: DAWSON MOUNTAIN SEC SCHOOL

☐ Current ☐ Next

Basic

Teacher Id: 24675

Last Name: Adlem Initials: SA

First Name: Steve Prefix: Mr.

Middle Name:

Name: Adlem, Steve

Birthdate: Gender: Male

Ethnicity:

Employee #: 773894427 SIN:

Address: 95198 George Town Square
Prince George, BC V6Y 7I8

☒ Teacher Indicator

Sub Id:

Cert Name:

Experience:

☐ Service Provider #

Vehicles

Make	Model	Year	Colour	Plate #	Parking	
						Add
						Delete

Photo Staff Roles Qual Timetabling ... Medical Info Trans Copy

Teaching Staff ☐ Non-Teaching Staff ☐ All Staff

Phone #: (250) 555-9087 Unlisted ☐

Voice Mail #:

Work #:

Cell Phone #:

Pager #:

E-Mail: adlem_s@sd.bc.ca

E-Mail Password:

Contact Details

Name:

Phone Home#: Work#:

Assigned Room:

Grades Taught:

Annotations:

- Required fields for adding a Teacher:**
 - Last Name
 - First Name
 - Initials (no two staff can have the same initials)
 - Gender
- Indicate here with a check mark if this staff member is a teacher.
- Filter your staff view with these 3 radio buttons.
- Assigned Room** pulls from the **Room Maintenance** screen. The system does not consider the Assigned Room to be connected to the Homeroom, however it is used with the Master Timetable Builder. This field is optional.
- Filling in values for **Grades Taught** does not restrict this teacher from teaching other grades (optional).
- Transfer a teacher with no classes or teaching assignments to another school by clicking this button.
- Curr Subject Access** is a valuable tool for curriculum-based schools, allowing optimization of the Mark Entry screens for teachers by assigning them the specific subject areas they are responsible for marking.

9. Homeroom Maintenance

Path: BCeSIS Start Screen > School > School Information > Homeroom Maintenance

The Homeroom Maintenance screen lists all information relating to each homeroom set up at the school. Schools should review this setup for accuracy and assign students to their respective homerooms.

The screenshot shows the 'Home Room Maintenance' window for 'ALEXANDER PARK ELEMENTARY' in the '201x' year. The window contains a table of homerooms with columns for HR Room, S, Se..., Used, Teacher, Room, Class Type, Full/Half Time, AM, PM, and Course Type. Below the table are buttons for 'Additional Teachers', 'Home Room List', 'Ministry Homeroom Maint.', 'ADD', and 'DEL'.

Callouts:

- For the typical elementary school, no semesters will be set up so enter a "1" here to represent a full year setup. (Points to the 'S' column)
- Enter up to 6 characters to identify individual homerooms. (Points to the 'HR Room' column)
- To begin assigning students to homerooms, click on this button. (Points to the 'Additional Teachers' button)
- Click here to associate **Additional Teachers** with this homeroom (i.e. Team Teachers). (Points to the 'Additional Teachers' button)
- Monitor changes made to this screen by clicking this button. (Points to the 'Home Room List' button)
- Choose the best fit for **Class Type** (Optional). (Points to the 'Class Type' column)
- Choose the room from the drop down list (populated from the Room screen). (Points to the 'Room' column)
- Click on the ? to choose the teacher. This list is populated from the Staff Maintenance screen. (Points to the 'Teacher' column)
- Number of seats in this homeroom (Points to the 'Se...' column)
- This number indicates the # of students assigned to this homeroom. The # Used can exceed the # of Seats. When students are mass assigned, they are evenly distributed. (Points to the 'Used' column)
- A selection of Full Time must be made for daily attendance to be taken. (Points to the 'Full/Half Time' column)

Note: The Staff Maintenance and Rooms setup must be complete prior to setting up Homerooms.

10. Curriculum Subject Access

From the BCeSIS Start screen, select *School> School Information> Staff Maintenance*. Select a teacher from the list or add a new teacher by clicking the **Add** button and completing the mandatory fields (Surname, Initial, First Name and Gender) and saving.

Steps:

1. Click on the **Staff Details** button followed by the **Curr Subject Access** button.
2. At the top of the Curriculum Subject Access window select the appropriate Grade and Homeroom for which the teacher should be able to enter marks. If the teacher does not have a homeroom just select a grade.
3. Select the curriculum subject areas that the teacher should be able to enter marks and comments for by highlighting and clicking the **Add** button. Once all the subject areas have been selected for the particular grade and homeroom, click the **Save** button.
4. If a teacher teaches a subject for all grade levels in a school i.e., a Music teacher, repeat this step for each grade level.

The screenshot shows the BCeSIS Curriculum Subject Access window. On the left is the 'Staff Details' panel for teacher 'Adlem, Bernie'. The main window has a 'Teacher Name' field with 'Adlem, Bernie' and a 'Grade' dropdown set to 'Grade 1 -'. A 'Home Room' dropdown is set to '1003'. Below these are two lists: 'Subject Areas' on the left and 'Teacher Access' on the right. The 'Subject Areas' list includes 'Fine Arts K to 7 (1998)', 'Dance Grade 1', 'Drama Grade 1', 'Music Grade 1', 'Visual Arts Grade 1', 'Mathematics K to 7 (1996)', 'Personal Planning K to 7 (1996)', and 'Science K to 7 (1995)'. The 'Teacher Access' list shows 'Physical Education K to 7 (1996)' and '* Physical Education Grade 1'. Between the lists are buttons: 'Add All ->>', 'Add...', '<- Remove', and '<<- Remove All'. At the bottom of the window are buttons for 'Photo', 'Staff Roles', 'Qual', 'Timetabling ...', 'Medical', 'Curr Subject Access', 'ADD', and 'DEL'. Three numbered callouts are present: Callout 1 points to the 'Curr Subject Access' button at the bottom. Callout 2 points to the 'Grade' and 'Home Room' dropdowns. Callout 3 points to the 'Add...' button between the subject area lists.

1. To assign specific Curriculum Access to a teacher, click on the Curr Subject Access button.

2. Select the grade and homeroom for which the teacher should be able to enter marks. If the teacher is not assigned to a homeroom, just select the grade.

3. Highlight a subject or skill in the left hand box and click the Add button. Only marks and comments entered on a level with a * and a capital letter print on the Report Card.

11. Clearing out Ad Hoc Fields (for school's using the Middle Years Report Card)

Before the start of the school year, schools may wish to clear out student Ad Hoc fields for Report Cards. There are two such fields: Term Comments and Behaviour/Attitude and Social Resp. Generally these fields are only used for students in grades 4-7 in schools using the Course-based model for mark entry. The purpose of clearing out these Ad Hoc fields is so that these comments do not appear on the Middle Years report card.

Student Basic Demographics screen > Ad Hoc button > Report Cards sub category

Field Name	Entry Level	Data Type	Field Value	Change
Behaviour/Attitude/Social Resp	Enterprise	Character	Comments may have been entered here from	Change
Term Comments	Enterprise	Character		Change

School > Mass Update > Mass Update Single Value

Checked	Pupil Number	Usual Last Name	Preferred First Name
<input checked="" type="checkbox"/>	255246	Shutter	Fraser
<input checked="" type="checkbox"/>	304767	Wyle	Darlene
<input checked="" type="checkbox"/>	481711	South	Crawford
<input checked="" type="checkbox"/>	481723	Ekelund	Ringo
<input checked="" type="checkbox"/>	485444	Kopec	Selina
<input checked="" type="checkbox"/>	485459	Scriven	Charles
<input checked="" type="checkbox"/>	485476	Ringer	Earlene
<input checked="" type="checkbox"/>	485567	Siska	Rosemary
<input checked="" type="checkbox"/>	485581	Simkin	Jenna
<input checked="" type="checkbox"/>	485586	Dykun	Kandise
<input checked="" type="checkbox"/>	485593	Salt	Ulrike
<input checked="" type="checkbox"/>	485615	Ziegler	Brodie
<input checked="" type="checkbox"/>	485625	Gill	Corrine
<input checked="" type="checkbox"/>	485641	Reading	Jeffery
<input checked="" type="checkbox"/>	485711	Vantine	Keith
<input checked="" type="checkbox"/>	485769	Wait	Barney
<input checked="" type="checkbox"/>	485782	Waller	Coleen
<input checked="" type="checkbox"/>	486241	Yuzik	Finn
<input checked="" type="checkbox"/>	486257	Leppanen	Sonjeeb

Category: Demographic
Field To Update: Term Comments
Update Value:
Update Value:

Toggle: Students are from the most recent extract
Extract Update ADD DEL

Steps:

1. Extract the students whose ad hoc values you would like to clear.
2. Set the *Field To Update* to "Term Comments" or "Behaviour/Attitude/Social Resp."
3. Leave the update value set to blank.
4. Click on the Update button.

12. Diploma Types

Students matriculating or transferring to a high school may not yet have their diploma type set yet. A diploma type is important for developing student plans for graduation/school completion. The diploma type a student has will also determine which courses can be scheduled for a student in BCeSIS. For example, not having a diploma type identified, will disallow the scheduling of examinable courses.

Allowable Diploma Types include:

- 2004 Graduation Diploma Program
- Adult Grad Program
- School Completion Certificate Program

To determine and set the diploma type for a school's student body, follow these steps:

Go to School > Mass Updates > Mass Updates, Multi-Value

1. Set the Field To Update to "Diploma".
2. Extract the students from your school using the extract button.
3. Set blank diploma types to the appropriate value for the student.
4. Click on the Update button.

Mass Update Multi Value

Category: Demographic Field To Update: Diploma

Checked	Pupil Number	Usual Last Name	Preferred First Name	Update Value
<input checked="" type="checkbox"/>	434751	Watkins	Spencer	2004 - Graduation Program
<input checked="" type="checkbox"/>	446665	Steer	Darin	2004 - Graduation Program
<input checked="" type="checkbox"/>	446675	Yu	Alec	School Completion Cert Pr...
<input checked="" type="checkbox"/>	447634	Sundquist	Ria	2004 - Graduation Program
<input checked="" type="checkbox"/>	455666	Yeung	Cassia	2004 - Graduation Program
<input checked="" type="checkbox"/>	457245	Szokol	Leticia	2004 - Graduation Program
<input checked="" type="checkbox"/>	479834	Jovanovic	Paolo	2004 - Graduation Program
<input checked="" type="checkbox"/>	479852	Worms	Anne	2004 - Graduation Program
<input checked="" type="checkbox"/>	480051	Sheehan	Katy	2004 - Graduation Program
<input checked="" type="checkbox"/>	480117	Lundbek	Dewey	2004 - Graduation Program
<input checked="" type="checkbox"/>	480126	Nazareth	Darryll	2004 - Graduation Program
<input checked="" type="checkbox"/>	480132	Bates	Barinder	2004 - Graduation Program
<input checked="" type="checkbox"/>	480140	RuralHealth	Baljeet	2004 - Graduation Program
<input checked="" type="checkbox"/>	480203	Rumohr	Saeed	3
<input checked="" type="checkbox"/>	480253	Ruttan	Kyla	2004 - Graduation Program
<input checked="" type="checkbox"/>	480255	Yewell	Sharlein	2004 - Graduation Program
<input checked="" type="checkbox"/>	480261	Hillman	Manon	2004 - Graduation Program

Toggle Students are from the most recent extract

2 Extract 4 Update ADD DEL

*Cross enrolled students will not have their Diploma Type updated.

13. Students who didn't Graduate

In August, schools may find that students have not met the Graduation Requirements. Often this is due to a failure to submit required course work or due to their exam results. If the student is returning to complete the Graduation Requirements, their grade level will need to be changed from GR to 12. This can be done on the Student Basic Demographic screen. A retention reason may be required.

Grade ?

They will also need to have their Diploma Met Date (Diploma Granted) adjusted i.e., reset to a blank value. Go to Common View > Diploma > Diploma Dates (button).

Diploma Met

14. Monitoring Pass_Fail situations in Examinable Courses

There are two situations that require attention and monitoring by schools:

1. Failing School Mark but passing Final Blended Mark
2. Passing School Mark but failing Final Blended Mark

Schools can run the Diploma Verification Report at any time to identify both these situations. The reason these situations occur is because eSIS was originally designed to assign the credits in Credit Details based on the School mark and the modifications that were incorporated for BC require the Final Blended Mark as the determining factor for credit.

Example 1 - Failing School Mark but passing Final Blended Mark.

School Mark	46
Exam Mark	55
Final Blended Mark	50

For example 1, Credit Details will show 0 credits earned for this course because the school mark was a failing mark. At present, a passing blended mark (which is received following completion of the course) does not automatically update the credits details. Analyze Diploma does not automatically treat this as 4 credits. **Analyze Diploma will treat this as 0 credits unless the school manually overrides the earned credits on credit details.**

Example 2 - Passing School Mark but failing Final Blended Mark.

School Mark	52
Exam Mark	40
Final Blended Mark	45

For example 2, Credit Details will show 4 credits earned because the school mark was a passing mark. At present, **a failing blended mark (which is received following completion of the course) does not automatically update the credits details.**

Up until the time that the provincial exam marks are returned from the Ministry, Analyze Diploma will show this as 4 credits since it will assume that the student will pass because the school mark is a pass.

Following receipt of provincial exam marks, Analyze Diploma has some additional logic built into it to override the credits earned if the provincial exam mark turns out to be a failing mark. Analyze Diploma will count this as 0 credits with a zero credit indicator of (0) – “Failing Mark on Record”.

Example 1 requires that the school update the students Credit Detail record with the number of credits earned.

Example 2 requires that the school update the students Credit Detail record with the zero credits earned OR wait until the student re-writes the examination.

15. Independent Directed Studies

After YET, MIDS courses are in Credit Details. When a course is in Credit Details, schools can now associate the MIDS course with its “Related Course” using the Related Course field. Click on the ? button to the right of the field to choose from a list of courses. For more information on IDS reporting, please review the Ministry of Education **Handbook of Procedures for the Graduation Program**.

Common View > Credit Details > Detail (button)

Student Credit/Credit Marks Detail

GSS: Golden Secondary Homeroom: No Homeroom Alert

Pupil Number: 680706 Usual Last Name: Sobie Suffix: Preferred First Name: Cassandra Gender: F Birth Date: 22-AUG-1994 Grade: 11 Middle Name: Suellen

Diploma: 2004 - GRADUATION PROGR Diplo...

Course Code: MIDS-0AHOC **Sec.:** 01 **Course Info** **Multi Semester Marks**

Course Desc.: HOCKEY PROGRAM 10

Earned Cr.: 4.000 **Final Mark:** TS

Potential Cr.: 4.000 **Exam:**

Grade: Gra... **Ext. Final:**

Semester: ? **Ext. Exam:**

Related Course: ? ?

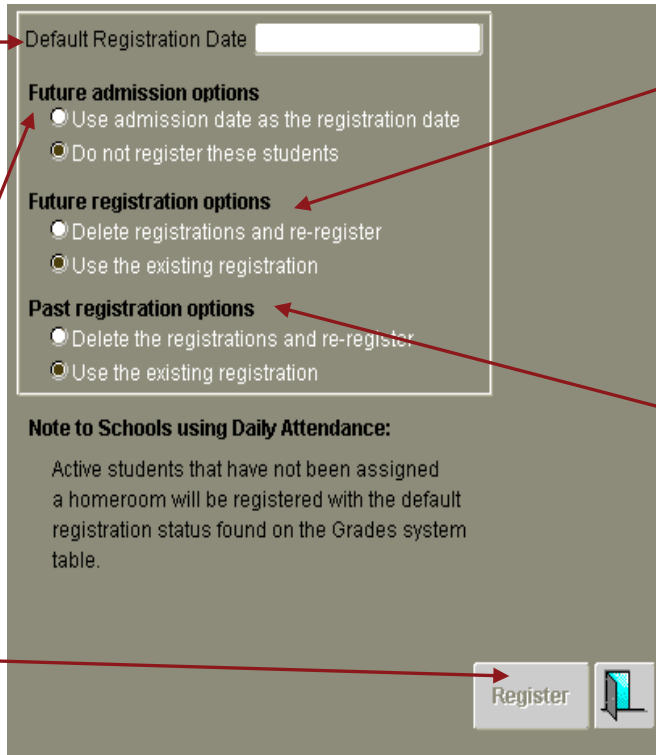
Term: 0 **How Taken:** Regular Class... **Perf Lvl:**

Dipl. Cat: ? **Dipl. Ovr:** **Academic Lvl:**

16. Mass Registration

Path: **Attendance Module > Period or Daily Attendance > Verify Registration > Verify All Students... > Mass Registration Verification**

In order for attendance to be recorded, all admitted students must become registered. Mass Registration will register every student in your school. **Mass Registration can only be run once a year.** It can be run before, on, or after the first day of school. If run after the first day of school, be sure to use the actual first day of school as the **Default Registration Date**. Any students who should not have been registered during the mass registration process can be easily reverse registered at a later date as a follow up step.



The **Default Registration Date** will be the date used for all registrations unless otherwise indicated by the radio button options selected below.

Future admission options: When "Use admission date as the registration date" is selected those students that have an admission date that is greater than the **Default Registration Date** will have the students' future admission date used as the registration date.

After entering a Default Registration Date, use the tab key or select any of the radio buttons to activate the Register button.

Future registration options: When "Delete registrations and re-register" is selected, students that have a registration date that is greater than the **Default Registration Date** will become registered as of the **Default Registration Date**.

Past Registration Options: When "Delete the registration and re-register" is selected, currently registered students (registration date is less than or equal to the default registration date) will become un-registered and then re-registered with the **Default Registration Date**.

Note to Schools using Daily Attendance:
Active students that have not been assigned a homeroom will be registered with the default registration status found on the Grades system table.

Note: As illustrated, the bottom radio buttons of each set of two are the default options. Choose other options based on the information provided.

17. Audits

All schools in all districts should consider printing student timetables on September 30th in the event that they are audited. The best report for this purpose is the Timetable Summary report under 13 Timetable Building (MTB) Reports in the Reports Tree. This report has a Run Date and includes the course, section, and teacher name for each student.

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Rocky Mountain

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Timetable Summary

Golden Secondary

School Year: 2010/2011

Run Date: 20 Jun 2011

	01	02	03	04	05	06	07	08	09	10	11	12
Adam, Janalee	EN 801 Shelly, Vaz 363253 5		FRENCH 901 Eryn, Rugina 370510 11	SC 901 Vinnny, Templeton 27237 10			BAND 901 Darcy, Sterling 27235 29					
Pupil#: 517355												
Grade: 09												
Hrm: *****												
Birthdate: 13-MAR-96												
Credits: 2004 - Graduate 8.000												
Counsellor:												
Phone: Unlisted												
Affleck, Isobel	PH 1101 Aurora, Sampson 63357 6	PH 1101 Aurora, Sampson 63357 6	YTA 1101 Conny, Petryk 27241 GYM	GEOG 1204 Jai, Philps 27189 13	CHEM 1101 Evelyn, Pal 27242 3	CHEM 1101 Evelyn, Pal 27242 3	FRAL 1101 Daryn, Venton 255022 12	P MATH 1102 Aurora, Sampson 63357 6				
Pupil#: 485085												
Grade: 11												
Hrm: *****												

18. Bill 33

To conform to Bill 33, many schools follow this or a similar process:

1. Run the BC Class Size Verification Report (under 06 Enrollment Reporting) to see if there are any Bill 33 violations.
2. Run the BC Class Record (under 03 Homeroom) to see a list of students in each homeroom and to see those with a SPED designation.
3. Redistribute students as necessary.
4. Where redistribution is not an option, Principals are required to have a consultation with teachers affected.
5. Principals run IEPs for all the students in each affected class.
6. Principals include a copy each student's IEP and the BC Class Record and put them in a package for the teacher before consultations.